

FIERCE CALM YOGA TEACHERS EMERGENCY RELIEF FUND: HOW WE OPERATE

This document sets out the purpose of the Fierce Calm Yoga Teachers emergency relief fund, the roles and responsibilities of the leadership board, decision making protocols and processes.

Purpose

Our purpose is to support the most vulnerable and marginalised members of our teaching community.

We aim to provide emergency financial relief, in the form of individual grants of up to 1000GBP raised via fundraising efforts, to teachers from our community who have seen their income dramatically reduced as a consequence of the impact of the Covid-19 pandemic. The Fund was established in March 2020 and is intended to remain in place until we reach a situation that people can return to work. This will be kept under review, at quarterly intervals (next review July 2020).

Leadership

The Fierce Calm Yoga Teachers Emergency Relief Fund (The Fund) is governed through a leadership board, comprising of Lee Watson, Mariel Witmond, Jonelle Lewis, Leila Sadeghee, Zephyr Wildman, Mei Lai Swan and Maude Hirst.

All board members will commit sufficient time to carry out their responsibilities effectively.

The board provides oversight and direction to The Fund and provides support and constructive challenge. The board and individual board members take collective responsibility for its decisions.

The board, as a whole, and board members individually, accept collective responsibility for ensuring that The Fund has a clear and relevant set of aims and an appropriate strategy for achieving them.

The Chair (tbc) provides leadership to the board and takes responsibility for ensuring the board has agreed priorities, appropriate structures, processes and a productive culture and has board members who are able to govern well and therefore add value.

Grant Application Process

There are 5 stages to the Grant application process. First the applicant checks their eligibility against the criteria, they then fill in the online form. This is distributed to board members for review and decision making. The applicant may receive all, part or none of the Grant they have applied for.

Grant applications will be submitted each Wednesday. All eligible applications will be circulated to the board for review every Thursday morning by 0930 GMT/BST, and reviewed by the Advisory Board every Friday. This process will be undertaken at weekly intervals depending on funds available and the changing COVID-19 situation.

Process Step	Timing (weekly)
Applicant checks eligibility	Prior to submission of application
Applicant completes and submits application	Wednesday
Applications circulated to Board	Thursday
Board Decision	Friday
Applicant informed of Decision	Saturday

Applications will only be considered on the application form.

Awards are limited and are intended to assist Applicants who have exceptional financial difficulties.

All information provided within the application will be treated as confidential.

Fierce Calm Yoga Teachers Relief Fund may contact studios to verify this application. By providing details of Studios the applicant is giving permission for them to do so.

Eligibility

We will accept applications from individuals who are Freelance Yoga Teachers who have lost at least 50% of their income and were working as a full time Yoga Teacher prior to 01 March 2020.

Decision Making

The primary purpose of the board is to make decisions regarding submitted applications for funding. Decision making will be undertaken through a voting system. Each board member has one vote per application. If an applicant is known to an Advisory Board member, the board member will declare an interest and will not be entitled to vote. Decision making will be as dynamic as possible, therefore it is perfectly acceptable for the board to make decisions by voting via whatsapp and without necessarily meeting (online) to discuss the applications. All votes must be returned to the chair by 1700 GMT/BST on Friday.

The board will collectively determine the grant amount awarded to each individual based on need and funding available.